

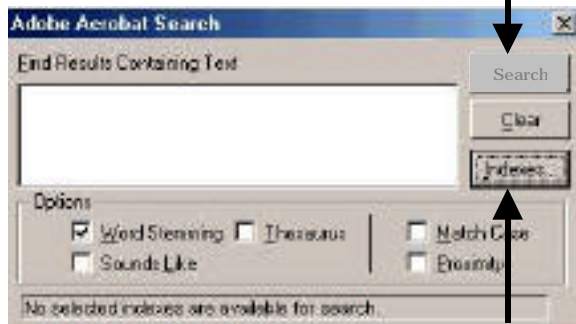
THE BOTTOM LINE

Official Publication of the State Bar of California Law Practice Management & Technology Section

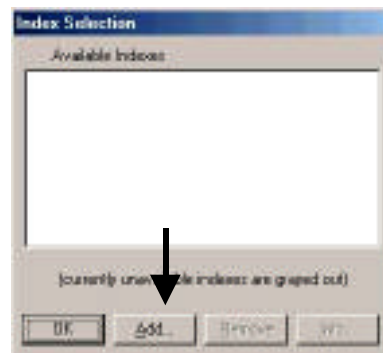
Setting the Search Index for this CD

When you click on any of the search buttons for this archive of “The Bottom Line” newsletter, the internal search functions of this disk should automatically detect the index containing the search data. If, for some reason it does not, these directions will walk you through the process of setting it manually so that you can search the CD’s contents.

The greyed out “Search” button indicates that the internal search engine does not know where to locate the index data.



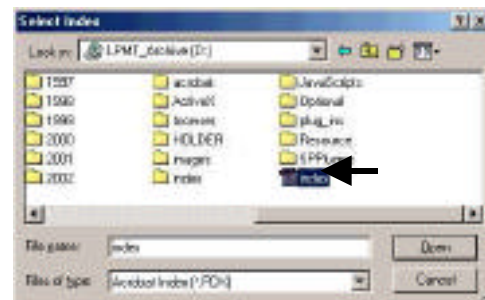
(1) Click the “Indexes” button.



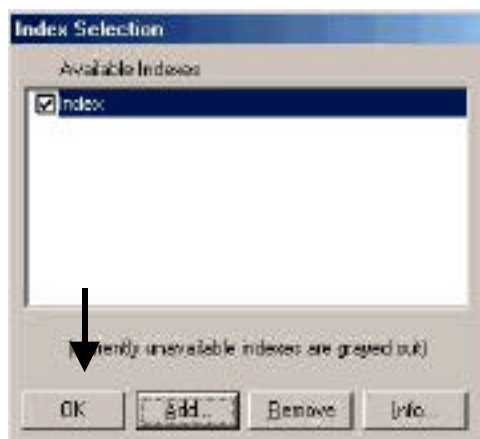
(2) Click the “Add” button.



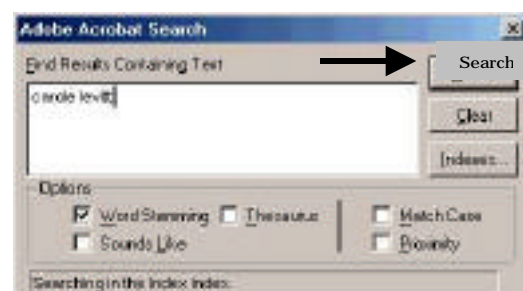
(3) Select the LPMT_Archive CD in the D: drive.



(4) Select the “index” file on the LPMT_Archive CD in the D: drive.



(5) Click the “OK” button.



(6) You can now enter a search term or phrase into the search box. Clicking the search button returns a list of articles in “The Bottom Line” containing your search terms.

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Searching the contents of this CD

We have created a full-text searchable index of all of "The Bottom Line" issues on this disk.

To search through all of the newsletters on this CD, click the "Search" button on the upper right-hand side of the Table of Contents pages.

Individual Issue

You can search in any of the individual issues you are reading, by clicking the "binocular" icon* on the toolbar at the top of the PDF window. (The "binocular" icon is toward the right hand side of the toolbar.) This will bring up a "Find" box into which you can type your keyword or phrase.

Entire Archive

To search the entire archive of "The Bottom Line," you can click on the "Search" buttons (as noted above) or you can click on the "binocular & page" icon* on the toolbar at the top of the PDF window. (The "binocular & page" icon is just to the right of the "binocular" icon.) This will open a "Search" box on your screen, into which you can type your keyword or phrase.

*** Acrobat Reader Toolbar (appears at the top of all .PDF documents)**

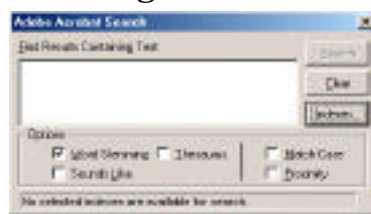
Click to search the issue you are reading.



Click to search the entire archive.

Locating the "Index"

After you click the "binocular & page" icon, a search box will appear on your screen. If the "search" button is "greyed out," click here for step-by-step directions on locating the resource file Acrobat needs to conduct your search.



Is your "Search" button "greyed out?"
(Click here to see the previous page)

(more)

About the Bottom Line

This CD contains every available issue of the California State Bar Association's Law Practice Management & Technology (LPMT) Section bi-monthly newsletter "The Bottom Line" from 1979 through 2002

Each issue features fast-reading, authoritative columns that keep you informed of the most important issues, trends and changes in practicing law. This newsletter has been documenting and analyzing the leading edge of law practice management techniques and emerging practice related technologies since 1979.

"The Bottom Line" is just one of the added benefits you receive as a member of Law Practice Management & Technology Section.

To view more recent issues of the newsletter, click "The Bottom Line" logo at the top of each year's Table of Contents page.

About this CD

We have created a Table of Contents page (in .PDF) for each year of "The Bottom Line" since 1979. On each of those pages, you will find the Tables of Contents of each available issue from that particular year. Clicking on an issue's Table of Contents opens that issue of the newsletter.

Issues of "The Bottom Line" contained on this CD are included in the Adobe Portable Document Format (PDF). We have included the most recent version of the Acrobat Reader on this CD. Therefore, it is not necessary for you to have the Adobe Acrobat Reader previously installed on your computer.

If you do have a previous version of the Acrobat Reader open on your computer, you should close it prior to accessing the newsletters on this CD.

The animated introduction to this CD was created in Macromedia Director 8.5.

About the Law Practice Management & Technology Section of the California State Bar

The Law Practice Management & Technology Section (LPMT) of the California State Bar is the only section exclusively devoted to the practical aspects of starting, growing, and prospering in your law practice. Our mission is to further the knowledge of our members in law office administration, financial management, legal ethics, time management, marketing a law practice, office systems and procedures and law office technology. More information on the LPMT is available on the Internet at <http://www.calbar.org/lpmt>.

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CD developed by Internet For Lawyers - <http://www.netforlawyers.com>

For questions regarding this CD, e-mail - lpmt-cd@netforlawyers.com